



**U.S. Department of Justice  
Federal Bureau of Prisons**

*U.S. Penitentiary*

*Marion, IL 62959*

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# Institution Supplement

**OPI:** Correctional Services  
**NUMBER:** MAR-5267.07B  
**DATE:** June 28, 2004  
**SUBJECT:** Visiting Regulations Main  
Institution

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1. **PURPOSE AND SCOPE** To establish guidelines for the implementation of the FPS Program Statement on Inmate Visiting Regulations.
2. **DIRECTIVES AFFECTED**
  - A. **Directives Referenced.**

P.S. 5267.07, Visiting Regulations (April 14, 2003)  
P.S. 5510.09, Searching, Detaining, or Arresting Persons other than Inmates. (March 6, 1998)  
P.S. 5500.11, Correctional Services Manual. (October 10, 2003)  
P.S. 5500.12, Correctional Services Procedures Manual, (October 10, 2003)  
I.S. MAR 5510.9A, Entrance Procedures. (February 26, 2003)  
I.S. MAR 5510.9F, Searching, Detaining of Non-Inmates, Arresting Authority, Use of Metal Detectors.  
(January 9, 2003)
  - B. **Directives Rescinded**

I.S. MAR-5267.07A, Visiting Regulations - Main Institution (November 13, 2003)
3. **CORRECTIONAL STANDARDS REFERENCED** ACA Standards 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503 and 4-4504 are referenced.
4. **LIMITATIONS**
  - A. Each penitentiary inmate will be permitted to receive five (5) visits per month. Maximum duration of a visit is seven (7) hours. Any portion of a visit will be charged as one visit. Visits are not cumulative from one month to another. Requests for special visits in addition to the number permitted will be submitted in writing to the Unit Manager for review.
  - B. A maximum of three (3) visitors per inmate will be allowed in the Visiting Room at any given time.
  - C. If the designated visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 Visiting Room Officer, in coordination with the Operations Lieutenant and Institution Duty Officer will have discretion in matters concerning who may visit if overcrowding occurs.

5. **VISITING SCHEDULE AND ATTIRE**

- A. Visiting hours in the main institution will be from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday and Sunday. All federal holidays will be observed as visiting days. Holiday visiting will be counted in the five (5) monthly visits and not in addition to the five (5) monthly visits.

Federal Holidays Are:

New Year's Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Third Thursday in November
Christmas Day	December 25

- B. Visitors entering the main institution for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. The following attire for female visitors will not be permitted:

1. Shorts
2. Spandex attire
3. Halter tops
4. Crop tops
5. See-through clothing
6. Brassiere-less (females)
7. Culottes
8. Dresses which are three inches above the knee or shorter
9. Clothing displaying obscene gestures, language or disruptive symbols
10. Shoes must be worn by all visitors except infant children

In the event a visitor is wearing any of the above articles of clothing, the visitor will not be processed past the front lobby.

- C. Inmates receiving visits are permitted to wear or bring only the following items to the visiting areas:
1. **SOCIAL VISITS** - Only undergarments, institution issued clothes and shoes, a comb, handkerchief, prescription eyeglasses and a wedding band (if married) will be worn or carried into the visiting areas. Kufis, Native American headbands, or yarmulke will be allowed in the visiting areas. Other types of headgear must be approved by the Captain and institution Chaplain.
  2. **LEGAL VISITS** - In addition to the items permitted for social visits, legal materials (subject to inspection for contraband) may be permitted if the visit is with an attorney.

3. **RELIGIOUS VISITS** - In addition to the items permitted for social visits, a religious book (Bible, Koran, etc.) of the denomination approved for the visit is permitted. Any other religious item must be approved by the institution Chaplain and the Captain.
6. **PETS** Visitors are strictly prohibited from bringing pets on institution grounds except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide the Security Checkpoint Officer with certification that the dog is trained for that purpose. Any questions regarding the admittance of a visitor with an assist dog should be directed to the Captain or the Duty Officer on weekends or holidays.
7. **ATTORNEY VISITS** Attorney visits will take place in the specially designated area for that purpose. If all attorney visiting facilities are in use and another attorney arrives, he or she may wait until a regular attorney visiting area is available or utilize the regular visiting room area. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, attorneys are to contact the institution Legal Office at least 24 hours prior to their planned visit. The Legal Office will be responsible for coordinating attorney visits and for the preparation and distribution of the authorizing memoranda. Attorney visits will be conducted with only the inmate(s) approved for visiting on the date scheduled. An attorney visit may be conducted only with one inmate at a time, unless specific prior approval has been given, and as should be indicated in the approval memorandum.
8. **SPECIAL VISITS** Final approval of any special visit in excess of the five (5) allowable visits per month, and during non visiting days may be given by the Associate Warden Programs. Visiting during non, scheduled visiting days will be limited to the availability of staff to supervise the visit during regular duty hours. An attorney visit is to be scheduled as outlined in section seven (7) of this institution supplement. The addition to the visiting list of a minister of record will be added after submitting a request to the chaplain for approval. All minister of record and/or clergy additions will be in accordance with the program statement on inmate visiting.
9. **HOLDOVER VISITS** Inmates housed as holdover status will be allowed visits with verified immediate family. An inmate is to advise the appropriate staff member for approval of the visitor prior to the expected visit. Immediate family members are mother, father, sister, brother, step parents, foster parents, wife and children, that can be verified by means of Pre Sentence Investigation Reports and/or other means available to staff. If approved visiting lists are available from another Federal prison, the visiting list may be used unless greater security needs are required. The unit team assigned to holdovers will be responsible for preparing the visiting list.
10. **VISITING LIST AND FILE PROCEDURES**
  - A. The Counselor has the responsibility for working with an inmate to complete his visiting list. An approved visiting list received from another Federal prison may be used unless greater security needs are required.
  - B. Upon commitment, the assigned Unit Team will provide an inmate with the proper forms for approval of a visiting list during admission and orientation. Any visitor who is not a member of the inmate's immediate family will be required to submit visitor information forms as listed in paragraph

C of this section. In order to place a friend or associate on the approved visiting list, a relationship must have been established prior to confinement. Exception to this rule must be approved by the Warden. Immediate family is considered to be mother, father, sister, brother, step parents, foster parents, wife and children. Visitors sixteen years of age and older are required to be listed on an inmate's visiting list. Visitors under the age of sixteen years are required to be accompanied by an approved parent or legal guardian. Visiting lists will be generated using the computerized inmate visiting program. The original will be maintained in section three of the inmate central file. A copy will be forwarded to the Lobby Officer, Visiting Room, SIA and to the inmate. When additions or deletions are approved, they will be updated on the computerized visiting program with paper copies forwarded to the Front Desk, Visiting Room, SIA and the inmate. In addition, a 5"x 8" card with the inmate's photograph and the monthly visiting log (Attachment 3) with the date visited and visitors' name will be maintained by the Visiting Room Officer during an inmate's commitment at this institution.

- C. The inmate may obtain copies of Attachment A (Visitor Information Form, BP-629) from counselors. The inmate will mail the visitor information request form to prospective visitors. The visitor information form is to be mailed to the inmate's counselor after completion by the prospective visitor. If additional information is required, staff are to mail a Request for Conviction Information form to the appropriate law enforcement agency or complete an NCIC background check. Visitor Information and Request for Conviction information forms will be maintained in section 2 of the FOI-Exempt section of an inmate's central file. Unit staff is to advise an inmate of the approval or disapproval of a visitor to the visiting list. It will be the responsibility of the inmate to notify the prospective visitor of approval or disapproval. Inmates are to supply the visitor with a copy of the visiting rules, regulations and directions for transportation to and from the institution which are to be received from the inmate's counselor.

## 11. VISITOR ENTRANCE AND EXIT PROCEDURES

- A. All visitors 16 years old and above must possess official photo identification. Official identification is defined as state drivers licenses and identification card, military identification card, passport, local, state, or federal identification card. No other identification will be accepted.
- B. All visitors entering the visiting room will be screened by walkthrough metal detector. If metal is detected by the walkthrough metal detector, and the visitor does not have any metal objects a hand-held metal will be used. If the presence of metal is detected after using the hand-held metal detector, the operations lieutenant is to be informed. The visitor will not be allowed admittance into the visiting room until properly screened. Visitors who have been properly searched and are awaiting admittance to the visiting room will not be allowed physical contact with visitors who have not been properly searched.
- C. All allowable items entering the visiting room will be searched by the Lobby Officer. Attorneys who must carry briefcases into the visiting room will display the contents inside the case, and the briefcase will be x-rayed. Any item allowed inside the visiting room, which cannot be properly searched visually, will be x-rayed before entering the visiting room. Any item not allowed inside the visiting room will be locked inside the visitor's automobile or placed inside a visitor locker.

- D. A visitor who objects to any entrance procedure has the option of refusing and leaving institution property. Any visitor who disrupts the orderly running of the visiting room can be asked to leave with the concurrence of the Operations Lieutenant and Institution Duty Officer. Searches and detaining of visitors outside the scope of this institution supplement are to be conducted according to I.S. MAR5510.9 Searching/Detaining of Non Inmates, Arresting Authority, Use of Metal Detectors.
- E. All visitors will be required to be hand stamped by the Lobby Officer and photographed by the Message Center Officer before entering the visiting room. If a visitor leaves the visiting area, they will be denied a re-entry into the visiting room until the next visiting day. Upon completion of the visit, the Visiting Room Officer will check the visitors hand stamp using the black light installed inside the visiting room, prior to leaving the visiting room. The Message Center Officer will identify the visitor using video imaging prior to exiting grill #2. The Lobby Officer will check the visitors hand stamp using the black light located at grill #1, prior to the visitor exiting grill #1.
- F. The decision to terminate or deny any visit will only be made after consulting the Institution Duty Officer. During weekday visiting and when the Institution Duty Officer is not available the Operations Lieutenant will consult the Captain. Anytime a visit is denied or terminated a memorandum explaining the circumstances will be written to the Captain and forwarded to the Associate Warden Programs.
- G. When a visitor is not on an inmate's approved visiting list the inmate's unit team is to be consulted, if a member of the unit team is not available the Institution Duty Officer is to be consulted.

12. **INMATE VISITING ROOM PROCEDURES**

- A. Inmates will be identified by commissary card and/or lock box picture card before being escorted to the visiting room. All inmates will be identified with the visiting room file picture card prior to leaving the visiting room.
- B. Inmates will be visually searched when entering and exiting the visiting room. Inmates will be searched with a hand-held metal detector before and after their visit. Inmates will wear a jumpsuit issued by the Visiting Room Officer during their visit. Allowable personal property and visual searches will be recorded in the inmate search log by the visiting room OIC.
- C. Inmates disrupting the orderly running of the visiting room and/or committing a prohibited act will receive an incident report and possible termination of their visit. Termination of a visit will be in accordance with section eleven of this institution supplement.
- D. Procedures for screening, processing, and monitoring visitors not included in this supplement will be outlined in the post orders for the Lobby Officer and the Visiting Room Officer.

13. **INMATES NOT HOUSED IN GENERAL POPULATION**

- A. Inmates housed in Z Unit (Special Housing) will visit under the conditions of inmates housed in general population.

- B. Inmates housed in ZC Unit (Camp Special Housing) will visit under the regulations of the Main Institution Visiting, supplement. Camp inmate visiting files are to be maintained in the main institution visiting room if a visit is anticipated or received. After release from ZC Unit the visiting file is to be returned to the camp visiting room.
- C. Inmates not housed inside the secure perimeter of the institution will only be allowed visitors with the permission of the Warden or his designee.

- 14. **VISITING ROOM MONITORING** The visiting room is equipped with video cameras and audio monitoring. Monitoring of suspicious actions or behavior is possible. Signs will be posted in the visiting room stating that visits are subject to video and audio monitoring. Monitoring of restrooms will only take place as outlined in Program Statement 5267.07 Visiting Regulations.
- 15. **SUSPENSION OF INMATE VISITING** Inmate visiting days and hours may be suspended by the Warden or his designee due to an institution emergency, security and the orderly running of the institution.
- 16. **RESPONSIBILITY AND AUTHORITY** The Captain is responsible for the annual review/revision of this supplement.
- 17. **EFFECTIVE DATE** This supplement is effective upon issuance.

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Date

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//s//  
Randy J. Davis, Warden

Attachment 1

UNITED STATES PENITENTIARY  
MARION, ILLINOIS

VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION  
TO AND FROM THE INSTITUTION

1. It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends, groups, etc.,. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday, Sunday and Federal holidays. No visitors will be processed at the Security Check Point after 2:30 p.m. Each inmate will be allowed to receive a total of five (5) visits per month with a maximum duration of seven (7) hours per visit. An inmate may receive more than one visit per day; if he does not leave the visiting room during these visits it will only count as one visit. However, if he leaves the visiting room and returns to his quarters and/or work assignment and receives another visit, returning to the visiting room, this will count as another visit. No visitor will be allowed to leave the visiting area and return to the visiting area.
3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate will receive disciplinary action.
4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.
5. Prospective visitors under the age of 16 must be accompanied by a responsible adult. All visitors with the exception of children under the age of sixteen years, must provide photo identification to the front entrance officer. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, inmate being visited and acknowledging his or her awareness and understanding of possible penalties for violation of visiting regulation and/or the introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (USC Title 18 1791) and is punishable by imprisonment of up to Twenty (20) years and/or fine.
6. The Visiting Room Officer is responsible for supervising the visits, and visitors are required to dress and conduct themselves within the limits of good taste. Visitors are to maintain complete control of their children while in the visiting room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit, unless they are waiting for public transportation. Each inmate will assume reasonable responsibility for

proper conduct during the visits, with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of a camera or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the visiting room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel rooms prior to coming to the institution, as these items will not be allowed in the visiting room. Packages or gifts of any kind are not permitted, and visitors will only be permitted to bring a small change purse and needed medication into the visiting room. Coats will not be permitted in the visiting room. Food items may not be brought into the visiting area except for visitors with an infant who may bring baby food and/or baby bottles. Visitors may not leave money with the front lobby officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent to the inmate in the form of a postal money order, via the U.S. Mail. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

Visitors entering the main institution for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. The following attire for female visitors will not be permitted:

1. Shorts
2. Spandex attire
3. Halter Tops
4. Crop Tops
5. See through clothing
6. Brassiereless (females)
7. Culottes
8. Dresses (3" above the knee)
9. Clothing displaying obscene gestures, language or disruptive symbols
10. Shoes must be worn by all visitors (except infant children)

In the event a visitor is wearing any of the above articles of clothing, the visitor will not be processed past the front lobby.

7. The institution does not provide meals for visitors but vending machines are available.
8. The United States Penitentiary, Marion, Illinois, is located about 10 miles south of Marion, Illinois, just off Highway 148. Signs mark the way and the only public transportation is a taxi.

Attachment 2

APPROVED VISITING LIST  
UNITED STATES PENITENTIARY  
MARION, ILLINOIS

INMATE'S NAME:

INMATE'S REG. NO.:

REVISED:

	Visitor's Name	Address	Relationship	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____

Distribution: Front Desk

\_\_\_\_\_

Visiting Room  
Inmate  
SIS Office  
Central File (Original)

Case Manager

MONTHLY VISITING LOG  
USP MARION, IL

Inmate's Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_

JANUARY    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

JULY    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

FEBRUARY    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

AUGUST    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

MARCH    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

SEPTEMBER    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

APRIL    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

OCTOBER    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

MAY    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

NOVEMBER    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

JUNE    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

DECEMBER    Date    Visitor's Name  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_